

Proof of Claim

Negative Notice: N/A

Fee: N/A

Code and Rule References

[Fed. R. Bankr. P. 3001](#)

[Fed. R. Bankr. P. 3004](#)

[Fed. R. Bankr. P. 3005](#)

[Official Form B 410 \(Proof of Claim\)](#)

Description

A proof of claim is a written statement setting forth a creditor's claim. A proof of claim shall conform to [Official Form B 410](#), which is available on the Court's website.

If a creditor does not timely file a proof of claim, the debtor or trustee may file a proof of claim within 30 days after the expiration of the time for filing claims. The clerk shall give notice of the filing to the creditor, the debtor, and the trustee.

Any entity that is or may be liable with the debtor to that creditor or who has an interest in property securing a debt due to the creditor, may file a proof of the claim within 30 days after the expiration of the time for filing claims. No distribution shall be made on the claim unless there is satisfactory proof that the original debt will be diminished by the amount of distribution.

Filing Checklist

Review the proof of claim to determine if it is:

- ☐ Timely filed via CM/ECF or electronic submission on the Court's website (see below for Electronic Submission);
- ☐ Being registered in the correct court and the correct case;
- ☐ Legible; and
- ☐ Registered correctly for a creditor, creditor's authorized agent, debtor, or trustee.
 - ❖ **Note:** If claim is filed by the debtor or trustee on behalf of a creditor, a Notice of Claim will be sent to that creditor.
 - ❖ **Note:** When registering claims via CM/ECF, separate the claim form and attachments into separate pdf files. Upload the claim pdf file at the prompt and add the supporting attachment pdf files to the claim as additional attachments.

Electronic Submission

Creditors, whether represented by an attorney or not, are requested to file Proof of Claim forms for all chapters electronically using the eProof of Claim located on the Court website. A login/password is not required.

- This contains a fillable B410 proof of claim form. Supplemental documentation to the claim may be attached. An attorney may file the proof of claim through the website, indicating, for whom the proof of claim is filed in the "filed by: field" (i.e. creditor or debtor) or may obtain a live CM/ECF login and password and submit via CM/ECF.

- The address of the creditor is automatically added to the mailing matrix of a case when a proof of claim is filed to insure service of case-wide documents.
- Amended Claims - If the claim amends a claim, the filer checks the box indicating that the claim amends a previously filed claim and selects the claim number being amended from the dropdown list of claim numbers.
- The filer enters the full name and title of a creditor or other person authorized to file a proof of claim. If a party other than the creditor is filing the proof of claim, the address of that party is included. Filing a proof of claim electronically deems the claim signed by the creditor or authorized person.